



**DISTRICT OF COLUMBIA  
DEPARTMENT OF HEALTH  
HEALTH PROFESSIONAL LICENSING ADMINISTRATION  
BOARD OF PODIATRY**

To expedite the processing of your **NEW LICENSE APPLICATION** be sure to follow the instructions carefully before mailing your application package. It is important to send in all the required supporting documents listed below based on the method by which you are applying:

**PODIATRIST BY  
EXAMINATION**

Checklist of Supporting Documents required

- q A complete signed application for DC License.
- q Two (2) recent passport photos (2" X 2")
- q Social Security Number or a Sworn Affidavit
- q Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- q Podiatry School Transcript
- q NBPME – Certified National Exam Results – Parts 1 and 2.
- q 3 Professional References and 3 Moral Character References
- q PMLEXIS Exam Score of 75 or better
- q Letter of verification from each state of licensure
- q \$202 for Application and License Fee must be in the form of Check, Money order or Certified Check Payable to Promissor, Inc.
- q Signed statement in lieu of DC written exam

**PODIATRIST BY  
RE-EXAM**

Checklist of Supporting Documents required

- q A complete signed application for DC License.
- q Two (2) recent passport photos (2" X 2")
- q Social Security Number or a Sworn Affidavit
- q Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
- q \$65 for Application and License fee must be in the form of Check, Money order or Certified Check - Payable to Promissor, Inc.

**PODIATRIST BY  
ENDORSEMENT**

Checklist of Supporting Documents required

- q A complete signed application for DC License.
- q Two (2) recent passport photos (2" X 2")
- q Social Security Number or a Sworn Affidavit
- q Name Change Document (Marriage Certificate, Divorce Decree or Court Order) if applicable.
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